



Community Center Reservation Application

City of Imperial
Imperial Public Library
200 W 9th Street
Imperial, CA 92251
Phone (760) 355-1332 / Fax (760) 355-4857

User Information		
Name:	Date:	
Address:	City:	Zip:
Work Phone:	Home:	Cell Phone
Date of Event	Time From:	To:
Type of Event	Setup-Up From	To:

Community Center	FOR OFFICE USE ONLY	
Refundable Cleaning/Security Deposit: \$100 Use of Kitchen: YES NO Tables/Chairs Quantity: _____ *Deposit for Facility Key: \$25 (If applicable) *No. of Keys Issued: _____ (If applicable)	FOR OFFICE USE ONLY Total Fees: _____ Amount Paid: _____ Cash: _____ Check: _____ Approved By: City Manager _____	Comments: _____ _____ _____ _____ _____ _____ _____ _____ Administrative Secretary _____

FACILITY USE POLICY-PASSED AND ADOPTED MAY 19, 2004

The City of Imperial Community Center, a facility within the library, is to be used for civic functions include, but are not limited to, the following:

- City Events/ City Sponsored Events/Imperial Unified School District Events/Service Club (Lions, Rotary, etc.) Events/Youth Group (Girl Scouts, Boy Scouts, Little League, etc.) Events/Senior Group Events /etc.

The Community Center will not be available for private events, such as:

- Birthday Parties/Wedding Receptions/Anniversaries/Quinceañeras, etc.

No events shall be scheduled past 10:00p.m. No events shall be scheduled on Sundays.

The calendar for scheduling and availability will be maintained by the staff at Imperial Public Library. When applicable, keys to Community Center will be issued from Imperial Public Library and must be returned the next day, unless the group has a "standing appointment." A standing appointment is defined as a group having regularly scheduled meeting on the same day(s) of the week at the same time(s).

There will be no charge to use Community Center; however, if the kitchen will be used, and/or food will be server, a cleaning/security deposit of \$100.00 will be required. Payment in full is due at least one (1) week prior to the scheduled event or reservation will be considered null and avoid. If the facility is cleaned and the furniture is returned to its original location, the cleaning /security deposit will be mailed out to the applicant after the schedule event. If both conditions are not met, the City will keep the deposit.

Groups having a "standing appointment" will not be required to submit a cleaning deposit; however, if both conditions (cleaning and furniture) are not attended to, the privilege of "standing appointment" will be reviewed to determine if it should be revoked. Groups having a "standing appointment" will have the priority for that particular date and time. All other request will be considered on a first come, first serve basis.

Applications shall be issued to responsible adults (over the age of 21) only. Adults shall be present during events.

NO ALCOHOL CONSUMPTION-ORDINANCE NO. 676 PASSEDAND ADOPTED ON APRIL 7, 2004

The City of Imperial does not allow any alcohol beverages on any City Facilities at any time by anyone. Failure to abide by this requirement will result in forfeiting of your use of the facility and fees.

- Staff personnel shall have full access to activity, in order to insure that all policies and regulations are being observed. Staff personnel shall be at the premises thirty (30) minutes before and after the event to open and secure the facility. The thirty (30) minutes are not to be used to extend time of the schedule activity.
- Control of lights, locks, and locking of doors, etc., will be the responsibility of the Staff personnel. If Applicant is issued facility keys by Staff personnel, Applicant or Group will be responsible for control of lights, lock, and locking of doors.
- Request for tables/chairs must be made at the same time the application is accepted.
- Applicant or Group hereby assume FULL responsibility for all damages made as a result of improper use of the facility and will be required to pay for all repair and /or replacement.
- The City of Imperial, its employees and /or agents are not responsible for any items left on the premises by applicants prior to or after the event.
- Violation of any rules or regulations may result in the suspension from the facility and forfeiture of the Cleaning /Security Deposit.
- The City of Imperial and its services/facilities are a smoke free and drug free environment.

THE CITY OF IMPERIAL RESERVES THE RIGHT TO AT ANY TIME MAKE REASONABLE CHANGES IN/OR RESCIND ANY ONE OR THE RULES AND REGULATIONS AND FEES.

I HAVE READ AND UNDERSTOOD THE FACILITY USE POLICY AND BY SIGNATUREW AGREE THAT I AM RESPONSIBLE FOR COMPLYING WITH THESE REGULATIOS.

Signature of Applicant: _____ Date: _____